**Please return this form to:-**

Britannia Village Primary School,

West Silvertown,

E16 2AW

rachael.thackery@britannia-village.newham.sch.uk

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| --- |
| Job Reference      Job Title      School       |

**Job Application form**

**Please type or write clearly using black ink as this form may be photocopied.**

**Before you commence working you MUST provide evidence to demonstrate your right to be in or work in the United Kingdom. If you are appointed to a post in Britannia Education Trust you will receive further guidance.**

**Have you the right to work in the United Kingdom.**

**Is this subject to a work permit / visa / worker registration scheme?**

**If yes please provide evidence along with the expiry date.**

**The decision to invite you to attend for assessment and/or interview will be based on the information you provide on this form. Please refer to the Recruitment Pack for more information and guidance on completing your application.**

**Are you applying for this position on a Job Share basis?**

**CONTACT DETAILS**

Title:
First Name:
Last Name:

Previous Name(s):
Address:
Postcode:

E-mail Address:
Preferred Contact Number:

National Insurance Number:

Please tell us below any dates when you will not be available for interview.

(if these coincide with the interview date we will re-arrange if possible but cannot guarantee this).

**Disability Discrimination Act**

We are able to make provision for people with special needs. Such adjustments may include arranging a signer, providing information on tape, in braille or large print, or changing the location of the interview if access to an upper floor is not possible.

**If there any such help you require for interview or throughout the application process**  **Please State**

**Employment History**

Please give a summary of all employment, including any freelance, voluntary and relevant unpaid work, ensuring that you address any gaps in employment. (Continue on a separate sheet if necessary.)

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| **Current Employer’s Name & Address**If you currently work for BET Via anagency you should give the name ofthe agency (followed by the schoolyou are working forin brackets) | **Dates****From and To** | **Position Held** | **Current Salary** |
|       |       |       |       |
| **Previous Employer’s Name & Address****(most recent first)** | **Dates****From and To** | **Position Held** | **Reason for****leaving** |
|       |       |       |       |
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**Education & Qualifications**

Please list any qualifications you have obtained in secondary school, further/higher education, university, professional or technical institutes, including part-time attendance. [If required please continue on a separate sheet]

**You may be asked to provide evidence of any qualifications stated at the interview if relevant to the post.**

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| **Schools/College/University** | **Qualification and grade achieved** | **Or date expected to complete** |
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**SECTION 5 - Supporting Statement**

**This is the most important section of your application.**

**You should tell us how you meet the criteria in the person specification, giving specific examples wherever possible including knowledge, abilities, skills and experience gained both inside and outside paid work, or through study and training. If you do not complete this section we will not be able to consider you for shortlisting as we will not have enough information to assess your application. For further guidance on completing this section, please refer to information supplied in the Recruitment Pack.** [If required, please continue on a separate sheet]

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| If you are unable to meet some of the criteria due to a disability, please address this clearly in your supporting statement. If you meet the remaining criteria you will be shortlisted and we will explore with you if there are ways the job can be changed to enable you to meet the job requirements. This could include adjustments to equipment, premises or job duties. |

**References**

Please provide two referees who can confirm your suitability for this job. Personal references are not acceptable and referees must not be related to you. One referee must be your current employer or your most recent employer if you are currently not in employment. If you are a school leaver, or in full time education, you should give the name of your teacher/lecturer.

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| **First Referee:**In order to comply with safer recruitmentguidelines references will be requested prior to interview | **Second Referee:**In order to comply with safer recruitmentguidelines references will be requested prior to interview |
| Name:       Position:       Address:       E-mail:       Tel No:       Mobile:       How do you know this person:       | Name:       Position:       Address:       E-mail:       Tel No:       Mobile:       How do you know this person:       |

**Rehabilitation of Offenders Act 1974 - Please read carefully**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions

can be found on the Ministry of Justice website or see: [www.nacro.org.uk](http://www.nacro.org.uk)

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Do you have any unspent criminal conviction?

If you have answered yes to the above question please provide on a separate sheet date and details of any conviction, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013.

**Do you hold a full/clean driving licence?**

(Please refer to the Recruitment Pack for information on whether a driving licence is needed for this post)

If yes, what type of licence do you hold?

**Declaration**

By ticking this box [ ]
I declare that all the information set out in this application form is complete and accurate and I understand that any offer of employment is subject to: a) References which are satisfactory b) A satisfactory DBS certificate and check of the Barred list c) The entries on this form proving to be complete and accurate and d) A satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. I understand that

false information may render me liable for dismissal if I am appointed.

By ticking this box [ ]

and submitting this form I consent to the processing of personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the GDPR 2016 and Data Protection Act 2018.

**DECLARATION**

I hereby declare that to the best of my belief, all the above information in this application is correct.

|  |  |
| --- | --- |
| **Signed**  | **Date**       |

**Please note: if you have completed this application electronically you will be asked to sign the form should you be invited to an interview.**

**Diversity Monitoring**

To help us ensure that our equal opportunities policy is fully and fairly implemented please complete this section of the monitoring form. The information provided is kept separately from the remainder of your application and is not seen by anyone involved in short listing either during or after the recruitment

**Where did you see the post advertised/hear about this vacancy?**

**(**Please give the name of newspaper/journal, website etc).

**Gender:**

**Age:** **Date of Birth:**

**Do you consider yourself disabled?**

(The Disability Discrimination Act says that this would be “a substantial or long term physical or mental impairment or health issue which could adversely affect your ability to carry on normal day to day activity”)

If yes, please state the nature of your disability:

|  |
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|       |

**Sexual Orientation:**

Which classification best describes your sexual orientation?

**Ethnic Origin:**

Please indicate your ethnic origin from the list below which is based on the official 2001 census categories.

**Religion:**

THANK YOU FOR YOUR CO-OPERATION.

PLEASE RETURN THE **COMPLETE FORM** TO THE ADDRESS ON THE FRONT PAGE